1. Learn about filmmaking (do some research, etc)
2. Acquire a screenplay. (You will probably have to write your own.)
3. Number scenes. Break them down—what do you need for each scene (location, characters, props, equipment, costumes, etc.)
4. Storyboard your movie. What shots will you use that will tell your story best? What effects are needed? How will you make the effects (live, during filming, or afterward as SFX)?
5. Get crew and actors (could be goup members, could “hire” others). If you are trying to keep things in the group, plan who will be onscreen and who will be filming. Make sure the camera operator knows what type of shot to take.
6. Find locations and props (\*\*do NOT spend money on this!! Beg and borrow—don’t steal)
7. Do a “table read” (have actors read their parts out loud, together). Director can make sure they are reading their lines with appropriate expression. You may want to record this (audio), so you can listen to it later, or so you can dub your film if the sound is terrible.
8. If you are shooting in a public location, be sure you have releases for any background people to sign (you need their permission to use their image).
9. Choose a date/dates for filming. Be sure everyone and everything you need will be there. This includes a camera (if you have to book one from the school, be sure you do this well in advance—and be sure you will be allowed to take it home (I’m not sure if this is allowed)).
10. Film your scenes (out of order works best; usually they are filmed by location, and by which characters are in each scene. For example, you might shoot all the scenes with the gorilla in the morning, and the ones with the giraffe in the afternoon, so the gorilla can go home.)
11. Watch your scenes and re-shoot any that didn’t turn out the way you wanted. Make sure your actors can be clearly heard (the biggest problem with our equipment).
12. Edit your scenes to put them in order.
13. Add special effects (audio and visual), soundtrack (be sure you have the right to use the music, either by using a *purchased* track (not one off YouTube!) or by having someone write and perform original music for you).
14. Add titles and credits.
15. **Hand in your short film!**

Your film should be on one of the following topics:

1. Why attend ATSS? (Target audience: either middle school students OR their parents OR both).
2. What every high school student should know about Internet safety. (Target audience: grade 9/10 students)
3. Why students should use their lockers regularily (Target audience: ATSS students)
4. 10 “Crash Landings”: ten school rules NO student should ever break (Target audience: ATSS students).
5. ATSS’s Dress Code: Reasons and Rules (Target audience: new ATSS students)
6. How to be a successful student (Target audience: middle/high school students)
7. ATSS’s Civility Code: The hardest parts and how to follow them (Target Audience: ATSS students)